



**CITY OF HOUSTON**

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE**

**PURCHASE ORDER**

**Vendor Address**  
 Vendor Address Number 136369  
 NETSYNC NETWORK SOLUTIONS  
 2500 WEST LOOP SOUTH STE 410  
 HOUSTON TX 77027  
 USA

**Mail Invoice to**  
 COH HOUSING & COMMUNITY DEV  
 FINANCIAL SERVICES SEC, ACCT PAY  
 P.O. Box 1562  
 HOUSTON TX 77251-1562

**Information**  
 Purchase Order Number/Date 4500321563-0 / 03/31/2020  
 CoH Vendor Number 109672  
 Page 1 of 2  
 Buyer's Name Lianshun Zhou S53  
 Buyer's Telephone Number 832-393-8721  
 Buyer's Fax Number 832-393-8758  
 Buyer's E-mail Address Lianshun.zhou@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

**Shipping Address**  
 HOUSING & COMMUNITY DEVELOPMENT  
 PROCUREMENT SERVICES  
 2100 TRAVIS, 9TH FLOOR  
 HOUSTON TX 77002  
 USA

**Terms of payment :** Pay net 30 w/o deduction Currency USD

**Shipping Terms** FOB(Free on board) /DESTINATION

**Our reference:** H29371

**Your reference:** 2020-0110

DIR-TSO-4167 EXP 7/3/2023

Reference quote#: AAAQ94760

Vendor Contact: Taylor Hansen thansen@netsync.com

COH Contact: Bunny Arita 832-394-6123

Bunny.Arita@houstontx.gov

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	50.00	EA	10056448 TELEPHONE, IP, 800 × 480, 24-BIT COLOR, Int. Article No. 83984275509 Release Order against contract 4600015997 Item 04710 Make CISCO Model CP-8845-K9 =  CISCO IP PHONE 8845 TELEPHONE EQUIPMENT, ACCESSORIES AND SUPPLIES TELEPHONE DIALING AND ANSWERING APPARATUS TELEPHONES, IP (INTERNET PROTOCOL) TELEPHONE, IP, 800 X 480, 24-BIT COLOR, 5 IN., GRAPHIC, 720P HD, 2 PORT ETHERNET, BLUETOOTH 4.0, 9	287.50 / EA	14,375.00
Gross Price			USD	1 EA	14,375.00
			287.50	50.000	



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# PURCHASE ORDER

PO number/date 4500321563 -0 / 03/31/2020 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			<b>Manufacturing Part Number</b>	<b>Manuf.</b>	<b>Manuf. pl. Rev. I</b>
			CISCO 8845		
			<b>Delivery Date:</b> 04/15/2020		
<b>Total ****</b>				<b>USD</b>	<b>14,375.00</b>

**The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.**

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

*Superior Turner*

Mayor

*Jimmy Adams*

Chief Procurement Officer

*Q. B. Brown*

Controller

PR 10273252

V# 136309

4600015997



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required. \* Required Fields [must be completed]

Description of Purchase *	Cisco Phones CP-8845	HCDD Division: *	Support Services
Deadline Date of Request: *	2/20/2020	Purchase Type: *	Computer
Requester Name: *	Pate, Orson - IT;	Created:	2/20/2020
Requester Phone Number: *	832.393.0235		

**Brief Description of Scope of Work for Goods/Services:**  
 (50) - Cisco IP Phone CP-8845-K9= Corded, Charcoal

10056448

HCDD is experiencing tremendous personnel growth due to Disaster Recovery Efforts. To support these efforts specific hardware is needed and required for HCD personnel.

[https://www.staplesadvantage.com/shop/ShopShowItem?catalogId=4&item\\_id=128484388&langId=1&currentSKUId=IM12Y1642&storeId=10101&itemType=2&addWE1ToCart=true&documentID=1723a277a963d583548e02b4676a9daf2fbcda1](https://www.staplesadvantage.com/shop/ShopShowItem?catalogId=4&item_id=128484388&langId=1&currentSKUId=IM12Y1642&storeId=10101&itemType=2&addWE1ToCart=true&documentID=1723a277a963d583548e02b4676a9daf2fbcda1)

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	Pending
Funding Source:	DR-HARVEY	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	
G/L Account:	520120	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AP3200077-19	Total Amount:	
BFY:	FY2020	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services

Procurement Notes:

Requestor's Signature: <i>Orson Pate</i>	Supervising Manager (Purchase under \$5,000)
Date: 2/20/20	Manager: _____
Buyer's Signature: <i>[Signature]</i>	Funds Approval Signature: <i>[Signature]</i>
Date: 3/15/20	Date: 3/10/2020
Procurement DPU Signature: <i>[Signature]</i>	(Purchase over \$5,000)
Date: 3/10/2020	CFO Signature: <i>[Signature]</i>
(Purchase over \$5,000)	Date: 3/10/2020
Assistant or Deputy Director: <i>Keith W. Bynam</i>	Director Signature (Only Consultant Services)
Date: 2/20/2020	Director or Designee: _____

Attachments

**QUOTE**

# NETSYNC

2500 West Loop South ste 410/510  
 Houston, TX 77027  
 USA  
 PO@netsync.com

Quote #:	AAAQ94760
Date:	Mar 4, 2020
Contract:	DIR-TSO-4167

**Prepared For:**

Bunny Arita  
 City of Houston  
 Phone 832.393.0000  
 611 Walker Street  
 Houston, TX 77002  
 US

**Inside Sales:**

Taylor Hansen  
 thansen@netsync.com

Part	Description	List Price	Qty	Unit Price	Ext. Price
	COH - Housing and Comm 8845 (50)				
CP-8845-K9=	Cisco IP Phone 8845	\$575.00	50	\$287.50	\$14,375.00
	**MWBE0%**				

Quote is valid for 30 days

SubTotal	\$14,375.00
Tax/VAT	\$0.00
Shipping	\$0.00
<b>TOTAL</b>	<b>\$14,375.00</b>



**City of Houston  
Finance - Strategic Procurement Division**

**Request to Purchase from Cooperative/Interlocal**

<b>General Information</b>	Date: 03/05/2020
Unit/Department: Housing & Community Development	Phone No. 832.393.0235
Contact Name: Orson Pate	email orson.pate@houstontx.gov

<b>Vendor Information</b>	Requisition No. 10273252
Name: Netsync	Purchase Order No.
Address: 2500 West Loop South Ste 410/510 Houston, TX 77027	Contract No. DIR-TSO-4167

**Description.** Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Attach documents/information as appropriate.

(50) - Cisco IP Phone; Model 8845; CP-8845-K9

**Type of Request.** Please select one of the options below.

Interlocal      Name of Government Entity \_\_\_\_\_

Cooperative      Name of Coop. Org. \_\_\_\_\_

Reason: Attach back up information as appropriate

Competitive Price

One-time Need

Other, explain why benefit to the city: COH Housing and Community Development Dept has need

Due to increased staffing of HCD DR division related to Harvey, implementation of the IMS Dynamics application and required reporting of critical financial data to HCD Executive management, HCD IT, DR and FIN divisions have need to purchase 50 additional Cisco IP Phones; Model 8845.

<b>Department Recommendation</b>	
Requestor: <i>Orson Pate</i>	Date: 3/5/20
Department Director: <i>Keith W. Byram</i>	Date: 3/5/2020

<b>Chief Procurement Officer's Approval</b>	
Signature:	Date:

## Arita, Bunny - HCD

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**From:** Adams, Jerry - FIN  
**Sent:** Friday, March 27, 2020 11:02 AM  
**To:** Shah, Ketan - FIN  
**Subject:** FW: COOPNETSYNCPR10273252.PDF  
**Attachments:** COOPNETSYNCPR10273252.PDF

approved

**From:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Sent:** Friday, March 27, 2020 10:50 AM  
**To:** Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>  
**Subject:** FW: COOPNETSYNCPR10273252.PDF

Jerry

Vendor: Netsync

Current DIR Purchase requirement: \$14,375.00

Cooperative/interlocal Contract: DIR - 4600015997

Remark: PR 10273252

Code	Description	Processor	Stat..
R1	Cost Center Approval	MARY OWENS	✓
R2	Grants Mgr Approval	MARY OWENS	✓
R3	Dept IT Approval	XIA XIAO	✓
R5	Division Approval	TYWANA RHONE	✓
R6	DPU Approval	TYWANA RHONE	✓
R7	ITD AdvocateApproval	XIA XIAO	✓

For your review and approval please.

Ketan

**From:** Arita, Bunny - HCD <Bunny.Arita@houstontx.gov>  
**Sent:** Thursday, March 26, 2020 6:13 AM  
**To:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Subject:** FW: COOPNETSYNCPR10273252.PDF

Good morning Ketan,

Do we have CPO approval on the attached?

Bunny

**From:** Arita, Bunny - HCD  
**Sent:** Thursday, March 19, 2020 7:34 AM  
**To:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Subject:** COOPNETSYNCPR10273252.PDF

Good morning Ketan,

Hope all is well with you.

Can you please get CPO approval for the attached?

Thanks,

Bunny